

State of Kansas
Joint Force Headquarters
Topeka, Kansas
1 August 2008

Human Resources Officer
Support Personnel Pamphlet
Number 610

**STAFF MANAGERIAL WORK SCHEDULE PROGRAM
FOR THE
KANSAS NATIONAL GUARD**

TABLE OF CONTENTS

PAGE

REFERENCE.....	1
POLICY.....	1
PURPOSE.....	1
CONDITIONS.....	2
POSITIONS COVERED BY PAMPHLET.....	2
RESPONSIBILITIES.....	2

APPENDIX 1 – STAFF MANAGERIAL WORK SCHEDULE SHEET

APPENDIX 2 – STAFF MANAGERIAL WORK SCHEDULE SHEET (SAMPLE)

1. REFERENCES –

- a. This program is authorized pursuant to the Technician Act of 1968 and the authority vested in this office.
- b. NGB-J1-TN Identification of Key Staff Positions (currently TN-05-01, available in the HRO document library)

2. POLICY – This Support Personnel Pamphlet establishes the alternate work schedule program for Key Staff Positions within the Kansas National Guard as established by NGB-J1-TN.

3. PURPOSE –

- a. The purpose of this program also is to meet the needs of senior management positions whose work hours frequently do not coincide with normal standardized work schedules. The incumbents of these positions require a certain amount of discretion and flexibility.
- b. This program applies only to senior staff who serve in positions designated as Key Staff Positions” by NGB-J1-TN or locally approved IAW paragraph 5 of this pamphlet.
- c. Individuals under this alternate work schedule program will:
 - 1. Work or account for (by leave) at least 80 hours each bi-weekly pay period. (Log what is worked.) Hours exceeding the 80 hour minimum will be logged as credit hours.
 - 2. Normally work will be performed between the hours of 0600 and 1800 daily, Monday thru Saturday, however, no core hours are established.
 - 3. Personnel are authorized a non-duty lunch period or 20 minutes of duty time to eat lunch. During this 20-minute period, the manager must remain available to conduct work.
 - 4. Log in and out on a work schedule sheet (Appendix 1) using the appropriate tenth of an hour. These work schedule sheets will be turned into the appropriate supervisor/timekeeper and maintained with the timesheets.

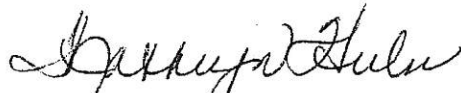
4. CONDITIONS – The following conditions will be adhered to:

- a. Time and attendance card/reports will be posted IAW applicable regulations and will be the official pay record. The words "maxi-flex" will be written on the time card/reports.
- b. Annual leave, sick leave, and leave without pay may be granted in increments in accordance with TPP610.
- c. Premium pay must be requested in accordance with applicable regulations.
- d. Use of compensatory time is not authorized for those positions covered by this policy.
- e. Credit hours are earned for hours worked in excess of 80 hours in a bi-weekly pay period. Credit hours are capped at 24 hours. Any balance accrued in excess of 24 hours will be forfeit. Credit hours will be used in tenth of an hour increments.

5. POSITIONS COVERED BY THIS PAMPHLET – Only those positions accepted as Key Staff positions are covered by the provisions of this program. Requests for additional positions to be considered for this program must be forwarded, with complete justification and supervisor's endorsement, to the Human Resources Office for approval.

6. RESPONSIBILITIES – Critical to the management and success of this program is individual's responsibility and honesty. Any abuse or subsequent section deficiency may be cause for withdrawal of the individual from this alternate work schedule program.

FOR THE ADJUTANT GENERAL:



KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

STAFF MANAGERIAL WORK SCHEDULE SHEET

NAME _____ PPE _____

AL USED _____ SL USED _____ SIGNATURE _____

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
OUT														
IN														
HRS														
OUT														
IN														
HRS														
OUT														
IN														
HRS														
TOT														

SAMPLE

STAFF MANAGERIAL WORK SCHEDULE SHEET

NAME John Doe PPE 06-25-05

AL USED 9 SL USED _____ SIGNATURE _____

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
OUT		1600	1430	1200	1600			1000	0900	1600	1600	1500		
IN		0700	0700	0700	0700			1400	0700	0700	0700	0700		
HRS		9.00	7.50	5.00	9.00	LA 9.00		4.00	2.00	9.00	9.00	9.00		
OUT				1800					1030					
IN				1400					1400					
HRS				4.00					3.50					
OUT									1600					
IN									1700					
HRS									1.00					
TOT		9.00	7.50	9.00	9.00	9.00		4.00	6.50	9.00	9.00	8.00		
		9.00	16.50	25.50	34.50	43.50		47.50	54.00	63.00	72.00	80.00		

